



## **SPECIFICATIONS**

### **EPS070031**

### **PRINTING, W-2 AND 1099-MISC FORMS**

#### **INTRODUCTION**

The State of Arizona historically prints and distributes approximately 53,000 – 58,000 W-2 forms to State employees and 23,000 – 26,000 1099-MISC forms to State vendors each year. All figures are best estimates only. The State reserves the right to increase or decrease the quantity as circumstances require.

#### **PRINTING, W-2 FORMS**

On or before January 24th of each year, the Arizona Department of Administration (ADOA) will provide the data to the contractor via secure media. Data will be provided from ADOA, Human Resources Information System (HRIS) Lawson software PR297 file layout for 8.x Release (Note: All amount fields are signed 11.2 [i.e. 999999999.99]). The contractor shall accurately fill the appropriate fields with the data provided, print and distribute the W-2 forms per the current IRS regulations in accordance with the following:

- A. Receiving data, processing and printing (must use an approved IRS W-2 form in an approved self-mailer or envelope). Mailing original statement and insert to respective employee postmarked no later than January 31. The State will provide a copy of the information to be included on the insert, which will be a half sheet, printed on one side only. The contractor shall be responsible for printing the inserts using color paper. The color of inserts may vary each year as determined by the General Accounting Office (GAO).

Return Address on self-mailer or envelope shall be:

ADOA, Central Payroll, General Accounting Office (GAO)  
100 N. 15<sup>th</sup> Ave., Room 302  
Phoenix, AZ 85007

- B. All undeliverable documents will be returned to ADOA, Central Payroll, General Accounting Office (GAO), 100 N. 15<sup>th</sup> Ave., Room 302, Phoenix, AZ 85007.
- C. General Accounting Office (GAO) will make necessary corrections and re-mail the W-2 forms to the State employees.
- D. A CD ROM shall be provided by the contractor to the GAO of all W-2 forms, supporting documents and records no later than February 10, 2007. The CD must use conventional software that allows for searching by employee Social Security Number and/or name.
- E. A file, containing all the images of all W-2 forms shall be provided to the State (which may be used for reprinting and mailing to State employees and uploading the information to the ADOA web page so that State employees may obtain duplicate W-2 forms by accessing the web site). This file can be provided to the State on a CD, or sent through a secure FTP to ADOA.
- F. The contractor must provide a count of the W-2 forms processed and mailed.
- G. The contractor must provide control totals of the W-2 forms to be printed to enable the State to reconcile against its records.
- H. The contractor must be able to accept a file transfer (in the standard Lawson format) from the State over a secure FTP connection.
- I. The contractor must be able to accept several test files, prior to receiving the "live" file for W-2 printing, to enable the State to conduct validation and verification of file transfers and records produced.
- J. Agency contact – For the purposes of this contract, as it relates to the W-2 printing, the individual who will work with the contractor, furnish information and answer questions is Mike Smarik. His phone number is 602-542-1674.



- K. The State will pay for the re-issuance of a W-2 form due to an error on the part of the State. The contractor must pay for the re-issuance of a W-2 form and mailing due to an error on the contractor's part.

### **PRINTING, 1099-MISC FORMS**

On or before January 24th of each year, the Arizona Department of Administration (ADOA), General Accounting Office (GAO), Arizona Financial Information System (AFIS) will provide data to the contractor via Secure FTP. The contractor shall accurately fill the appropriate fields with the data provided, print and distribute the 1099-MISC forms per the current IRS regulation in accordance with the following:

- A. Receiving, processing and printing (must use an approved IRS 1099-MISC form in an approved self-mailer or envelope). Mailing original 1099 forms to respective State vendors, postmarked no later than January 31.

Return address on self-mailer or envelope shall be:

State of Arizona  
General Accounting Office (GAO)  
100 N 15<sup>th</sup> Avenue, Suite 302  
Phoenix, AZ 85007

- B. The State reserves the right to test the file, security and forms. Prior to the actual data printing, one or more test files will be provided from AFIS no later than January 15<sup>th</sup>. All testing should be completed at least two days prior to transmitting the 'live' file.
- C. All undeliverable documents will be returned to State of Arizona, Division of Finance, General Accounting Office (GAO), 100 N. 15<sup>th</sup> Ave., Ste 302, Phoenix, AZ 85007.
- D. GAO will make necessary corrections and re-mail the 1099 forms to the State vendors.
- E. A file, containing the images of all 1099-MISC forms, may be provided to the State of Arizona no later than five days from mailing original statement. (The file may be used for reprinting and mailing to State vendors and uploading to Vendor Web Page so that State vendors can obtain duplicate 1099-MISC forms by assessing the web site.)
- F. CD Rom of all 1099-MISC forms may be provided no later than five days from mailing original statement. The CD must use conventional software that allows for searching by State vendor number and/or vendor name.
- G. Agency contact - For purposes of this contract, as it related to the 1099-MISC printing, the individual who will work with contractor, furnish information, answer questions is Brian Nguyen. His number is 602-542-5402.

### **GENERAL SPECIFICATIONS**

- A. The State reserves the right to test the file, security and forms.
- B. The State reserves the right to audit the contractor's internal controls and hiring process, in order to protect the State's confidential information.
- C. The contractor shall retain all records relating to State of Arizona employee W-2 forms and State vendor 1099-MISC forms for a period of two months after being created. At the end of the two-month period, the records shall be destroyed in a secure manner that will in no manner allow the information to be viewed, used, re-created, shared and/or sold.
- D. All data used in the production of the printing and mailing services for this contract shall remain the property of ADOA. Data contained in the files shall be used for no other purpose than is identified in this contract and may not be shared or sold.